



May 13, 2014

KANSAS BULLETIN NO. KS360-14-7

SUBJECT: PER—Employee AgLearn Training Requirement

Purpose. To announce the subject matter training requirement for all employees

Action required by: September 15, 2014

Expiration Date. September 30, 2015

Natural Resources Conservation Service (NRCS) employees must have an understanding of ethics policy and maintain a professional standard of conduct. Employee participation in NRCS programs is an ethical matter that comes up frequently. An employee has to be aware of certain restrictions pertaining to participation in NRCS programs. To increase awareness of these restrictions, all Kansas NRCS employees (except intermittent employees at the Plant Materials Center) are required to complete the AgLearn training entitled "Employee Participation in NRCS Programs" **no later than** September 15, 2014. This training has been loaded into each employee's "To-do" list in AgLearn and is available now.

The training consists of 33 slides as well as a voice narrative. It is recommended that employees listen to the narrative session while viewing slides as not all information is presented on slides alone. The training should take about 20 minutes to complete.

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(Signed)

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